

Neighborhood Association Recognition Form



Name of Neighborhood Association:

Type of Request

- ☐ **New Neighborhood Association** – Check this box if you are seeking recognition from the City.
- ☐ **Change of Information** – Check this box if you are a recognized Neighborhood Association updating your basic information, leadership or bylaws. *Only complete the sections where changes have been made. Updated bylaws can be attached to this form.*

Basic Information

Information provided in this section may be used on the City's webpage describing your Neighborhood Association.

Regular Meeting Date: *(for example, third Wednesday of the month)*

Regular Neighborhood Meeting Time:

Regular Neighborhood Meeting Location and Address:

Contact Information for City Website: *(how can residents get in touch with your association?)*

Association Website Address: *(if association has a website other than City's page)*

Using Nextdoor.com?

- ☐ **Yes**
- ☐ **No**

Major Activities (describe):

Additional information for the City's website:

Officer and Contact Information

Primary Neighborhood Association Contact to Receive City Notices:

Elected Leadership Members of Neighborhood Association (list below):

Position	Name	Phone Number	Email Address	Mailing Address
<i>President</i>	<i>Jane Doe</i>	<i>555-5555</i>	<i>jdoe@gmail.com</i>	<i>XXXX Valley Drive</i>

New Neighborhood Association Recognition

- ☐ By checking this box you are certifying your organizing committee has notified, in writing, all neighbors of the opportunity to vote on becoming a recognized Neighborhood Association and the proposed Neighborhood Association bylaws (Upon request, the City will pay for and coordinate this initial mailing).
- ☐ Attach bylaws, minutes from your recognition meeting. The meeting minutes should indicate that the group is seeking formal recognition and approval of the bylaws.

Return Information

Name of Association Representative: _____

Title: _____ **Date:** _____

Phone Number: _____ **Email address:** _____

Return form to: Neighborhood Association Staff Liaison, Kris Aaker
Edina City Hall, 4801 W. 50th St. Edina, MN 55424 or
kaaker@EdinaMN.gov